

Bank Street
WRITERTM
Word Processor



Broderbund SoftwareTM

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Word Processor

Bank Street Writer Ilc

For the Apple Ilc and 128K Ile

Created by
The Bank Street College of Education,
Franklin E. Smith, and
Intentional Educations, Inc.
Original Program by Gene Kusmiak
Ilc Version by Gordon Riggs

Bank Street College Research and Design Team

Mari Endreweit, Richard Ruopp,
Janet Kane, Karen Sheingold,
Midian Kurland
Educational Consultants: Joan Cenedella, Gaila Coughlin

Intentional Educations Design Team

Richard Blum, Gene Kusmiak,
Jonathan Choate, Robert Harrington,
Peter Dublin, Jeff Nilson

Software Design and Marketing

Franklin E. Smith

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Brøderbund Software, Inc.
17 Paul Drive
San Rafael, California 94903
415 479-1170

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Introduction

This manual introduces you to the Bank Street Writer and its features. As you read, it is a good idea to sit at your computer and try things out. Then you can put into operation what you read about in the manual.

Do not be afraid to press various keys on your computer. Even though unfamiliar items appear on your screen, you can't hurt your system. And if you become confused, you can always start the program again.

The more experience you have with the Bank Street Writer, the more at ease you will be with it; the more you use it, the more uses you will find for it. With the Writer you can write anything that you would normally use a typewriter for, from the simplest note to the most complicated report. The Writer is faster than a typewriter and the results are always neat, with no gaps, erasures, or inserts due to errors.

The Bank Street Writer is very easy to use. If you have never used a word processing program before, this manual will tell you all you need to know to use the Writer. If you have some experience with a computer or with another word processor, you probably will be able to start using the Bank Street Writer without reading this manual, since all the necessary commands appear on the screen. This booklet can then serve as a reference manual (see the Index/Glossary at the end).

1 Getting Started

You have two Bank Street Writer program disks. One should be put away in a safe place as a backup in case your other disk is ever damaged. If a disk ever fails, use your backup and return the defective disk to Brøderbund Software, Inc. for a free replacement. The Tutorial for the Bank Street Writer is on the back side of one of the disks.

Versions of the Bank Street Writer

This version of the Bank Street Writer will run on either an Apple IIc or an Apple IIe which has been equipped with an extended 80 Column Card.¹ If you have an Apple-Mouse, you can use it to control the movement of the cursor in your text and to start and stop many of the Writer's functions. This version of the Writer is designed to work either in the traditional (keyboard) manner or to be Mouse-controlled.

The disk contains two versions of the program—one that displays text 40 columns across the screen and one

1. The 80 column version of the program makes use of "double hi-resolution graphics." On a IIe, this requires that the 2 pin jumper block which comes with the Extended 80 Column Card be installed, and that the IIe's main logic board be a "rev B" board. See the extended 80 Column Card manual for an explanation and instructions.

that displays 80 columns. If you are using a television set with your computer, you will definitely want to use the 40 column version. If you have a computer monitor, then you have the choice of using either the 40 or 80 column version. Beginners may find the 40 column version easier to start with, and the Tutorial program uses the 40 column version to show the Writer's features. The principal difference between the versions is that the 80 column version displays more text on the screen; the menus are also slightly different due to the larger display area, but all functions work identically in the two versions. Both versions use the same text files, and so you needn't worry about switching back and forth. The Writer comes set to the 80 column version. To change the version of the program that is run automatically when you start up your computer, use the Utility Program, described below, and change the answer to the "40 or 80 column version" question. On a Ilc, the position of the 40/80 column switch determines which version of the program will run.

Note: You may override the Utility and/or 40/80 column switch settings by pressing 4 for 40 columns or 8 for 80 columns while the Writer program is loading.

Running the Bank Street Writer

Insert the Bank Street Writer disk into your disk drive. Be sure to hold the disk at its label with the label facing up. Do not touch the exposed surface on the disk. Close the disk drive door.

If you have a monitor with a separate power switch or a printer, turn them on. Turn on the computer's main power switch. The red disk drive light will come on. At this point, the Bank Street Writer program is being loaded from the disk into the computer. The light remains on during the loading process. When it goes off, the Writer is ready to use. (Never tamper with the disk while the disk drive light is on. If you try to insert, remove, or adjust a disk while the light is on, you may destroy the information stored on that disk.)

To run the program if the power to your computer is already on, insert the Writer disk as described above. Then, holding down the **OPEN APPLE** key together with the **CONTROL** key, press and release the **RESET** key. The computer will restart.

The Utility Program

If you press the **ESC** (Escape) key while the opening (title) screen is on your monitor or while the Writer is loading into the computer, the computer will load and run the Utility Program instead of the Writer. This program is used to change the way the Writer communicates with printers, to set which version of the program is used, to define printer format commands, and to transfer Writer files to and from other file formats; see Section 7 for details on how to use this program.

What To Do if the Writer Won't Run

If for some reason the program does not start within a few seconds after the title screen appears, remove the Bank Street Writer disk from the disk drive and reinsert it. Reread the instructions and try starting the program again. If the program still won't run, your disk drive may need adjustment. Try loading a disk other than the Writer. If the system still does not work, take your computer to an authorized repair center for adjustment. If another disk runs but your Writer disk won't, return the Bank Street Writer disk to Brøderbund Software, Inc. for a free replacement.

Loading a File Disk

After you start up the program, replace the program disk with a floppy disk of your own so you can save what you have written (see Section 4 about how to prepare your storage disk for use). If you have two disk drives and

wish to use the second drive for your storage disk, you can use the Utility Program to tell the Writer that your data disk is in drive 2.

Using the Tutorial Program

To assist you in learning how to use the Bank Street Writer, a Tutorial program has been included on the back side of the program disk. To use this program, insert the Bank Street Writer disk into the disk drive with the label facing down and start up your computer in the usual way. Directions for the use of the Tutorial will automatically appear on the screen. The disk must remain in the drive while the Tutorial is being used. The Tutorial program is displayed in 40 columns and uses the 40 column version of the program to show how the Writer works. You can make a backup copy of the Tutorial side of the disk using the disk copy program that came with your computer.

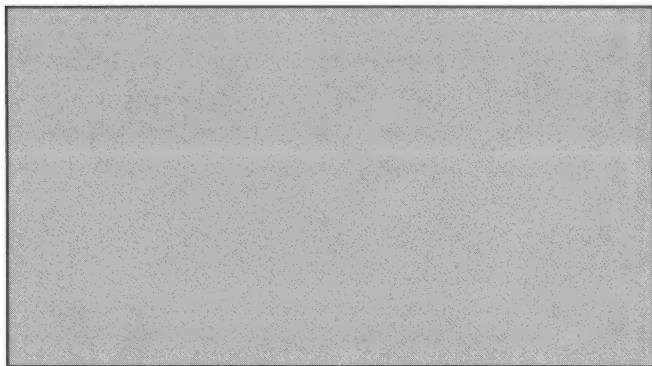
2 Beginning to Write

When the Writer is first loaded into the computer, the screen looks like this:

**TYPE IN TEXT AT CURSOR
USE DELETE KEY TO ERASE**

PRESS ESC FOR EDITING FUNCTIONS

MOVE CURSOR WITH ←,→,↓,↑



Note: If you are using the 40 column version, the words at the top of the screen will be slightly different, because there is less room in which to display instructions. This is true throughout—the instructions and messages provided by the program are more condensed in the 40 column version than in the 80 column version. But the way the program *works* is the same, as are the names of the functions themselves and the keys that are used to operate the program. This manual uses the 80 column version screens when it gives examples of how the Writer works. In any cases where the 40

column version is different, a note is included that explains the difference. See Section 7 for how to use the Utility Program to change between the 40 and 80 column versions of the program.

You are now ready to write. Anything you type on your keyboard will appear on the screen. You can also delete characters and type in new ones. To perform other functions, such as printing what you write or saving it on a floppy disk, press **ESC**. This will put a menu of choices in the top four lines of the screen (it will also deactivate the keyboard so that you can't enter text). If you want to go back to writing, press **ESC** again. The list of function choices disappears, and the keyboard is once again "active." Notice that:

- Instructions or information about what you can do appear on the top four lines of the screen. These are called prompts; they make the Bank Street Writer easy to understand and use. In fact, because these prompts always give you the available commands, there is nothing to memorize before you begin to use the Writer.
- The prompt area reminds you of the things you need to know to use the Writer. Thus, **PRESS ESC FOR EDITING FUNCTIONS** tells you how to get to the function menu, while **PRESS ESC TO WRITE** tells you how to go back to writing. The prompts also tell you when you can enter text (write) and how to move the cursor. When in doubt, look for instructions in the prompt area.
- The **ESC** key will always get you to the function menu (and, from there, will get you back to where you can write). This menu of choices will become a familiar "home base" as you use the Writer. No matter what you are doing, if you decide that you want to stop and go back to the beginning, press the **ESC** key once or twice and the program will return you to this menu screen. From there, another **ESC** will let you go back to writing.

The rest of this section describes the process of writing with the Bank Street Writer. The next section describes the choices available on the function menu.

Entering Text

The flashing box on the screen is called a cursor; it tells you the location of the next character to be typed. To move the cursor to the right, press the **SPACEBAR**; to move it left, press the **DELETE** key; to move it down the page, press the **RETURN** key (equivalent to the **RETURN** key on a typewriter). When you move the cursor to the right with the spacebar you are actually inserting blank spaces into your document. When you move the cursor down to a new line, you are actually inserting a marker that tells the Writer to begin a new line (or to leave a blank line). For convenience, the Writer displays a carriage return symbol on the screen so that you can see where you began a new line when you pressed **RETURN**.

The cursor moves automatically as you type. Notice, as you type, that your screen accommodates a maximum of 78 characters (38 characters in the 40 column version) per line. A blank space is considered a character. If you begin typing a word that does not fit on a line, the computer automatically transfers that word to the next line. Therefore, *do not hyphenate a word when you get to the end of a line*. Similarly, *do not press RETURN* when you get to the end of a line. Press **RETURN** only when you specifically want the rest of the line to be blank, such as at the end of a paragraph or to line up a column of figures. Let the program decide when to go to a new line by itself (when it gets to the end of the screen); use the **RETURN** key only when you want to “force” a new line.

You may want your printed document to look different from the way your text appears on the screen (wider margins, different spacing between lines, etc.). Don't worry about that now. You can adjust the format of the printed page when you decide to print. You can also adjust the width of the lines of text displayed on the screen in the 80 column version, so that the text is displayed as it will be printed. See Section 7 for details.

The keyboard of your computer functions in almost the same way as the keyboard of a standard typewriter. However, there are a few differences:

- To capitalize a letter, hold down the **SHIFT** key and press the letter key. To “lock” the keyboard into upper case, press the **CAPS LOCK** key. To turn off the Caps Lock feature, press the key again. Several of the keys on your keyboard have two symbols, such as keys with the + ? @ () ". To type these second symbols press the **SHIFT** key and the desired key. (Note that the **CAPS LOCK** key does not work with these keys; you must still use the **SHIFT** key to type the second symbols.) /
- To delete characters you just typed, press the **DELETE** key to delete one character at a time to the left. If you want to make a change in something you have just typed, you can change or correct by pressing the **DELETE** key. Remember, however, that this key deletes all the characters touched by the cursor as it moves left. If you notice a mistake or see a change you want to make and do not want to delete the intervening characters, use the cursor movement keys to go back to the place where you want to make the correction (see below for how to move the cursor).
- To insert blank lines, press **RETURN** once for each line that you want to insert. If you move the cursor down too far and want to move it back up, press **DELETE** once for every line you want to “erase.” When you get to the bottom of the screen, your text automatically moves up and the cursor shows in the middle of the screen. When this happens, just continue typing. Your most recently typed text will always remain on the screen.
- If you hold down a key, after a brief pause that key will automatically repeat until you release it. Also, pressing the **TAB** key moves the cursor a fixed number of spaces to the right.

Moving the Cursor

To move the cursor without erasing or writing over your text, simply press one of the four arrow keys on your keyboard. Pressing these arrow keys will move the cursor in the direction of the arrow: one line up or down and

one character left or right. (If you have a Mouse connected to your Apple, see Section 6 for a discussion of how to use the Mouse to move the cursor.) Remember that the cursor shows you where the next character you type will be entered; when you move the cursor back into text you have already typed, new text you enter will be inserted in the place where the cursor is. This makes it very easy to go back into your text to make corrections or insert new text.

Making Additions

Suppose you are typing along and think of a sentence or an idea that you would like to include in the text you have already written. To make additions, simply use the appropriate cursor movement arrows to get the cursor to the spot where you want to insert your new sentence. Then type in what you want to insert. As you type in the new material, the original text is automatically pushed to the right of the cursor, but is not deleted.

Making Corrections

Similarly, to correct a typing error, follow the same process as in making an addition: use the appropriate cursor movement keys to get the cursor to the exact point for correction. Then delete the incorrectly typed text and type in the correction. Again, the text to the right of the cursor is pushed ahead as you type. You have two choices of keys to delete text. As described earlier, the **DELETE** key deletes characters to the left of the cursor; in addition, holding down either **APPLE KEY** (the two keys with apple symbols on either side of the space bar) while pressing the **DELETE** key deletes the text to the right, starting with the character under the cursor. Using this key to delete, you can move the cursor to the place you want to correct, type in the new text (which moves the old text to the right), and then delete the old text one character at a time. The **APPLE KEYS**, by the way, are used by the Writer in conjunction with other keys, to perform special functions, such as centering a title; these special function keys are described later in this manual.

Scrolling Up or Down

If you have enough text to fill up the screen, you will notice that the screen acts as a sort of “window” into your text. To move this window up or down, simply

move the cursor to the top or bottom of the screen and keep moving it; the text will scroll up or down into the text box. Notice that the cursor movement arrows and the delete key are listed in the prompt area; this makes it very easy to remember which key does what.

Special Keys

What you have learned so far is basically all you need to know to write with the Bank Street Writer! There are additional keys that will do two kinds of special things: move the cursor more than one line or space at a time, and allow you to do special formatting, such as indenting text or centering titles. A list of the keys that perform these functions is available on a special screen that can be displayed while you are writing. Because you do not need any of these special keys to use the Writer, they are described in a special section later in this manual.

To display the list of keys on the screen while using the Writer, hold down either of the **APPLE** keys (called "open" and "closed" apple keys) and press the key with the ? on it (? is for help). A list of special cursor movement and formatting keys will appear. Press **RETURN** and you will return to whatever you were doing when you pressed the **APPLE** and ? keys. These special functions are used by pressing the appropriate key while holding down either **APPLE** key.

Saving Your Document

As you type your document, you should **SAVE** it periodically. If there were a sudden power failure while you were typing, you would lose everything you had typed. However, if you had been saving periodically, you would lose only the material that you had typed since the last save. Also, you must save your text before you turn off your computer. (It is actually a good idea to save every 20 minutes or so.) You can later bring back any saved document to the screen and add text or make changes. (See the next Section for details on how to **SAVE** and **RETRIEVE** your text.)

3 The Menu and Selecting a Function

When you press **ESC** and the function menu appears in the prompt area, you can do one of three things: (1) select a function to perform from the list in the prompt area; (2) go back to writing by pressing **ESC**; or (3) look through your text by using the cursor movement keys. (While you can't actually enter new text when the menu is on the screen, all of the cursor movement keys can be used.)

SELECT FUNCTION WITH **TAB**, THEN PRESS **RETURN** PRESS **ESC** TO WRITE

ERASE	MOVE	COPY	PRINT	TRANSFER
UNERASE	MOVEBACK	FIND	CLEAR	MENU



Note: The menu in the 40 column version does not display the **PRINT and **CLEAR** functions; because of the**

more limited display space in this version, these two functions appear on the TRANSFER MENU, described below.

Selecting a Function

Selecting a function is simple. Notice that the **ERASE** function is highlighted. To highlight a different function, press the **TAB** key one or more times. You can also move the highlighter backwards by pressing either **APPLE** key and **TAB**, or move it up and down by pressing the **SPACEBAR**. To actually begin the highlighted function, simply press **RETURN**. A series of prompts will appear that will tell you exactly what to do to make that function operate. (For convenience, the **[** and **]** keys also move the highlighter among the functions on the menu.)

If you have a Mouse, you can use it to select functions and to respond to many of the Writer's prompts. See Section 6 for details.

Stopping a Function

If at any time you select a function, get part way through it, and then decide that you do not want to continue, just press **ESC**; the operation will be stopped and the program will return you to the function menu. As long as the function was not completed when you pressed **ESC**, your text will still be just as it was before you started the function. Thus, the **ESC** key (notice that it is always listed in the prompt area) really is an "escape" key that lets you stop something and get back to the place where you can start over or do something else. The functions that the Writer can perform are described in this and the next Section.

Erase and Unerase

To Erase

To erase a block of text, make sure that **ERASE** is highlighted on the function menu and press **RETURN**. A series

of prompts at the top of the screen will guide you through the function. Follow the prompts and position the cursor at the beginning of the block of text to be erased. Use any of the cursor movement keys to move the cursor to the first character of the block of text you want to erase. Once your cursor is positioned, press **RETURN**. Then position the cursor one space beyond the end of the section of text to be erased. If your deletion is going to include the end of a paragraph, move the cursor one additional space beyond the last character so that the end-of-paragraph (carriage return) symbol is also included. As you move the cursor, the text becomes highlighted, but deletion does not actually occur until you give the computer additional instructions.

When all the text to be deleted is highlighted, press **RETURN**. The computer now asks you to make sure that you do want to erase all the highlighted text. This question gives you a chance to change your mind. If you press **N** (No), the screen automatically returns to the function menu. If you press **Y** (Yes), the highlighted text is instantly deleted, and the text to the right of the cursor moves up to the place where the deletion began. (Pressing **ESC** at any time before this last step will return you to the menu without completing the **ERASE** operation.) **ERASE** can delete up to 15 lines of text at one time. To erase large blocks of text (or all of it), you can use the **CLEAR** function, described below.

To Unerase

If you have deleted more than you wanted to, you can still get back the text you erased. Highlight **UNERASE** in the prompt area and press **RETURN**. What you have deleted reappears on the screen in highlighted contrast. A prompt asks whether you want to restore this highlighted text. If you press **Y**, the text is restored as it was before you erased it. If you press **N**, the text is again deleted, and you return to the function menu.

Note that if you erase two or more separate segments of text, you can **UNERASE** only the most recent segment; you cannot **UNERASE** all the prior segments.

If, after erasing a segment, you return to writing and enter new text or make alterations in your text, you cannot **UNERASE** your most recently erased text.

Move and Moveback

To Move Text

These two functions work together just as **ERASE** and **UNERASE** do: **MOVE** lets you take a portion of your text and relocate it in the document. To move a portion of your text, select **MOVE** and follow the prompts. Use the cursor movement keys to position the cursor on the first character of the block of text that you want to move and press **RETURN**. Now use the cursor movement keys to position the cursor one space beyond the last character of the text you want to be moved. As you move the cursor forward, the text becomes highlighted. When all the text you want to move is highlighted, press **RETURN** again. Now use the cursor keys to move the cursor to where you want your text to be relocated and press **RETURN**. The Bank Street Writer will then give you a chance to change your mind. If you press **Y**, the computer inserts the highlighted text in the new location, and returns you to the function menu. If you press **N**, the highlighted text remains in its original position.

To Move Text Back

If you have moved a block of text and, realizing that you have made an error, want to undo what you have just done, select **MOVEBACK** and press **RETURN**. Prompts ask whether you want to keep the highlighted text in its present location or return it to its original location. Press **Y** or **N**. If you press **N**, the computer returns you to the function menu, leaving the text where it was before you selected **MOVEBACK**. Pressing **Y** will move the text back to the place from which it was moved. **MOVEBACK** may be used repeatedly to move the text back and forth.

As with **ERASE**, **MOVE** allows you to move up to, but no more than, 15 lines at a time. And, just as with **UNERASE**, if you enter any new text or make any alterations in your text, you cannot **MOVEBACK** the most recently moved text. When you move text, remember to consider moving the space(s) before or after the text. A space is actually a character. To move a large section of a document, you can use the partial save feature (see **SAVE**) to save the section, then use the partial clear feature (see **CLEAR**) to erase that section in your document, and then use

RETRIEVE to add the saved section back into your document where you want it.

Copy

COPY works just like **MOVE**, except that the text you mark (up to 15 lines) is moved to a new location as well as left where it was originally. Use this function to copy a block of text so that it then appears twice (or more times) in your document. Once a block of text is **COPY**ed, the copy is completely separate from the original text, and may be edited or modified just as if it had been typed in directly from the keyboard. (There is no “uncopy” function; use **ERASE** if you change your mind.) To use **COPY**, select it on the menu and follow the prompts to mark the beginning and end of the text to be copied and then to point to the location where you want the text copied.

Find and Replace

The **FIND** function lets you both locate a word or words (in fact, any character or string of characters of modest length) in your text and, also, replace that word or words with some other text you specify. Thus you can use this function to find where in your text you mention some particular subject; or you can use it to replace all the occurrences of a misspelled word with the correct spelling!

To Locate Text

You can locate a word or group of consecutive words by highlighting **FIND** on the menu and pressing **RETURN**. Type in the text you want to find and press **RETURN** again. The program will then ask you what you want to replace the text with. If you press **RETURN** without specifying any replacement text, the program will simply proceed to find the specified text (to actually replace the text see below).

A small window will appear on the screen and allow two options. These options specify how upper and lower

case and spaces between words will be treated when the program finds the specified text. By simply pressing **RETURN**, at each question to leave the “standard” answer, the program will find whole words that are spelled using the same upper- and lower-case letters you typed in when you specified the text to be found; this is the standard way of doing things. But if you want to get a bit fancier, try this:

Answer **n** (No) to the question **MATCH UPPER/lower CASE EXACTLY?** and the computer will find all occurrences of the text you specified regardless of whether any character in the text is spelled with an upper- or lower-case letter. (Use this to find a word that may be capitalized.)

Answer **n** to the question **FIND WHOLE WORDS ONLY?** and the computer will find all occurrences of the text you specified even if the text is in the middle of another word. (Use this to find the “an” in “another” as well as the word “an.”)

After answering these questions, the first occurrence of what you have asked the program to find is highlighted. Press **v** at the question to locate the next occurrence. Press **n** to return to the function menu; the cursor remains at the start of the found text. Continuing to answer **v** will cause the program to find each and every occurrence of the word(s).

To Replace Text

To replace existing text with new text, respond to the prompt **PRESS RETURN TO FIND WORD(S) OR TYPE NEW WORD(S) FOR REPLACEMENT** by typing the text to be used as the replacement. The option window will then appear on the screen and ask the same two questions described above (whether to look for exact case matches and/or whole words only).

The program will then find each occurrence of the original text and ask you whether or not you want to replace that occurrence with the new text you just typed in; this will give you the opportunity to decide on a case by case basis about making the replacement. Look carefully at each case; if you are replacing “her” with “him” and have turned off the “whole word” option, you could wind up replacing “other” with “othim!”

After the Bank Street Writer locates all occurrences of the word that you are either finding or replacing, the screen tells you that there are no other occurrences of that word. Press **RETURN** to go back to the function menu. You can stop the **FIND** function at any time by pressing **ESC**.

Print

Note: In the 40 column version the PRINT function is listed on the TRANSFER MENU—see below.

The **PRINT** function will let you make a printed copy of what you have written, setting the format of the page (margins, page numbers, etc.) in any manner you like. Some of the format options (the ones that you are likely to want to change infrequently) are set using the Utility Program (see Section 7). Other options, such as the content of headers and the line spacing, are set each time you print a document. To print a file, load the file from your data disk into the computer, and then select **PRINT** from the menu. Prompts ask you a series of questions, all of which have “standard” answers displayed. To accept the displayed answer, merely press **RETURN**. These answers are set up for the “normal” print situation. To change an answer, type it in before pressing **RETURN**. If you change your mind about an earlier value, you can press **ESC** and start the process again. Here are the questions that appear.

DO YOU WANT TO REVIEW FORMAT QUESTIONS? (The displayed answer is **N**.) Press **Y** if you want to go through and review or change the various formatting options available. If you accept **N** the program will skip the formatting questions and go directly to the question about whether to print a page header (see below). If you skip the questions, the program will use the default formats even if you have previously entered new settings. Use the Utility program to change the default formats.

PRINT HOW MANY CHARACTERS ACROSS THE PAGE? (The displayed answer is set in the Utility.) The range is between 40 and

126 characters per line; a typical format would be 65 for 10 characters-per-inch typesizes or 80 for 12 characters-per-inch typesizes. The maximum number of characters that can fit onto one line varies with the size of the paper and the type of printer you are using. Remember to take into account the left margin, set below.

HOW WIDE SHOULD THE LEFT MARGIN BE? (The displayed answer is set in the Utility.) The range is between 0 and 20, and is the number of blank spaces that appear to the left of each printed line of text.

WHAT LINE SPACING DO YOU WANT? (The displayed answer is set in the Utility.) The range is from 1 (for single spacing), to 3 (for triple spacing).

IS THIS A CONTINUATION OF THE LAST TEXT YOU PRINTED? The displayed answer is **n**. Press **y** if you want to connect the document you are now printing with the one you have just printed. Otherwise, accept **n**. If selected, this option resumes printing at the page and line number where the previous document ended. Any previously used header will also appear (see below for a description of headers).

ARE THE PAGES TO BE NUMBERED? (The displayed answer is set in the Utility.) A **y** answer will have the program place a page number on each page. The **START NUMBERING PAGES AT NUMBER?** question determines the actual number of the first printed page; you might want to start at page 2 if you have a separate cover page, otherwise accept the default value of 1. Finally, you are asked **PLACE NUMBERS AT TOP OR BOTTOM?** See the explanation of the top and bottom margins and page number locations in the Utility Program section.

DO YOU WANT TO PAUSE BETWEEN PAGES? (The displayed answer is set in the Utility.) Answer **y** if have to add paper to the printer one sheet at a time; use **n** if you are using continuous feed paper.

DO YOU WANT TO EJECT THE LAST PAGE OF YOUR TEXT? (The displayed answer is **y**.) Press **n** if you wish to add another document to the one you are about to print and have it start on the same page. Otherwise, accept **y**. Ejecting the

page sets the printer at the top of a new page; not ejecting the page leaves the printer at the end of the last printed text. Be careful of the “no eject” option and use it only when you intend to continue printing on the same page. Not ejecting the last page and then moving the paper in the printer yourself can “confuse” the program about where the last printing left off. The Writer assumes that when it prints for the first time, the paper is set in the printer at the top of the page. (See your printer manual to find out how to set your printer at the “top of form.”)

TYPE IN PAGE HEADER. A page header is one or more words that will appear at the top of each printed page. It is sometimes useful to identify each page of a document in this way. If you use page headers (or page numbers at the top of your document) page 1 of your document will contain neither a header nor a page number, but they will both appear on all subsequent pages. If you do not want a header to appear in your printed document, press **RETURN** without typing anything. If you have previously typed in a header, that last used text will appear when this question is asked. To use the same header again, simply press **RETURN**. To change it, type in a new one. To erase the displayed header, type a space and press **RETURN**.

DO YOU WANT TO PRINT ALL OF YOUR TEXT? (The displayed answer is **y**). Press **n** if you want to print only a portion of your document. Accept **y** if you want to print the entire document. A partial print can be useful, for instance, if you have made alterations in one section and want to print a copy of only that section. If you press **n**, prompts ask you to identify the specific part of the document that you want printed.

DO YOU WANT TO SEE WHERE EACH PAGE OF TEXT WILL END? (The displayed answer is **n**.) This allows you to see exactly where each page will start and end when your text is printed. If you press **y**, you will be shown where the text ends at the bottom of the first page break, and you can then adjust that page break, moving it upward (or then back downward) with the up and down cursor movement

arrows. Press **RETURN** to take you to the second page, and so on, until you have reviewed all the pages in your document. Moving the place where a page of text ends affects only the printed copy; it does not change the document in any way.

When you are printing your document and want to stop, press **ESC**. After you have printed a document you will be asked "DO YOU WANT TO PRINT ANOTHER COPY?" Answer **Y** for another printout or accept **N** to return to the function menu.

You can make additional adjustments to the format of your document, and adjust the "standard" answers to the format questions that are displayed in the **PRINT** function, by using the Utility Program.

Note: If you try to print a document and there is no printer attached to your computer, the system may stop and no keys will work. Press **CONTROL and **RESET** to solve this problem.**

Clear

You have finished a document, saved it on your own disk, and now you want to begin a new document. To do this you need to first remove the text of the old document that still remains on your screen. You can shut off the computer and reload, but a faster way is to use the **CLEAR** function, which is a sort of "mass" erase. Follow the instructions that appear at the top of the screen; the text will be completely cleared and your computer will be ready for a new document. If you complete the **CLEAR** operation without having first saved your text, you will lose that text. **CLEAR** also allows the erasing of part of your document (like **ERASE**, but not limited to 15 lines). Answer **N** to the first question about **CLEAR**ing all of your text, and follow the prompts to mark the beginning and end of the block of text to be erased. There is no way to bring back text that has been erased with **CLEAR**.

Transfer Menu

Selecting **TRANSFER MENU** and pressing **RETURN** takes you to a menu of functions that allow you to save and retrieve copies of your files to and from floppy disks. This menu also contains various functions that deal with the storage of files on disks. To return to the main function menu from the **TRANSFER MENU**, simply press **ESC**.

4 Transfer Menu Functions

Save

Whenever you are working on a document, you should save your text periodically. You will certainly want to save your document when you have finished typing it. Saving is the process of transferring a copy of your text from the computer's memory to a floppy disk. It is not possible to save a document directly on the Bank Street Writer disk. Note that after you save, you can continue to edit your text, which is still in the computer's memory.

How to Save a Document

When you want to **SAVE** all or part of a document, move the highlighter to **SAVE** on the menu and press **RETURN**. Be sure that you have replaced the Bank Street Writer disk with your own floppy disk for storing data. If you have your data disk in a second disk drive, make certain that you have told the program to look for the data disk in drive 2. See below for how to prepare a disk to be a data disk and how to change the data disk drive from 1 to 2. Then follow the instructions at the top of the screen. You are first asked if you want to save your whole document; answer **Y** (Yes) or **N** (No). If you answer **N**, a series of prompts tells you how to save just a portion of the document (by moving the cursor to the first and last characters of the portion you want to save). You will be asked to give the document a name of up to 8 characters; the selection of that name is completely up to you. If you assign a name you have already used to store a file on that disk, you will lose the document stored earlier under

that name. If you are not sure if you have used a particular name, request a **CATALOG**, which displays the names of all the documents stored on your disk.

Using Passwords

You may protect your document with a **PASSWORD** if you wish. If you do decide to enter a password, be sure to keep a record of it. Passwords are not necessary unless your document contains personal or important information and other people have access to your disk. You can remove a password by renaming a document with a name that has no password. If you do protect your document with a password, an asterisk will appear before the name of that document when it is listed in the catalog.

Turning Off the Computer

Once you have saved your document on your floppy disk, you are free to turn off the computer without worrying about losing what you have written. However, once you have turned the computer off, you will need to load the document from the floppy disk back into the machine the next time you want to edit it. You do this with the **RETRIEVE** function.

Note: If you turn off the computer without saving your document, you will lose that document.

Disk Capacity

If you run out of storage capacity on your disk, the computer alerts you with a message that the disk is full. If this happens, replace your working disk with a blank initialized disk. (For this reason, you might always want to have one spare floppy disk available.) A disk will store the equivalent of approximately 70 pages of single spaced text. (See below on how to initialize a data disk.)

Backup Disks

You should also store a duplicate copy of your important documents on a backup disk. A backup disk is an additional floppy disk that contains a second (backup) copy of your document. Thus, if you should accidentally harm your first disk, you will always have another copy of your document. (You can simply **SAVE** the file on another disk or use the disk copy program that came with your computer to make a copy of a disk full of files.)

Note: To Apple IIe users with disk drives in other than slot 6.

The Writer will save and retrieve data files to the slot and drive which is set by the Utility Program (normally slot 6 and drive 1 or 2, see Section 7). If you have your disk drive in another slot but you have not changed the setting in the Utility Program and you are using the Writer and have written but not saved text, there is a way to temporarily change the slot and/or drive setting for the data disk without going to the Utility Program. When the Writer asks for a **FILE NAME** in either the **RETRIEVE** or **SAVE** functions, enter **,S#** (where # is from 1 to 7 for a slot #), or **,D#** (where # is 1 or 2 for a drive #) instead of a file name, and then press **RETURN**. If you have entered a valid slot or drive #, the Writer will ask again for the file name. This method changes the slot and/or drive setting only until the computer is turned off; to make changes so that the Writer will automatically use new settings each time it is run, use the Utility Program. If you try to save to a drive and slot # which contains no disk drive, the computer may “stop” and no keys will work. Press **CONTROL** and **RESET** to regain control of the system.

Retrieve

When you want to work on a document that you have saved, you must load that file from your disk back into the computer. After the program is loaded into the computer, press **ESC** to get to the main function menu and then go to the **TRANSFER MENU**. Highlight **RETRIEVE**, and then press **RETURN**. If you are not sure of the exact name of your document, request a **CATALOG** —it will list the names of all the documents that have been saved on your disk. Type in the name of the document on which you wish to work (and type in the password if there is one). Press **RETURN** and your document will be loaded into the computer.

Saving Revisions

Once your document is loaded, you can add to that document, erase parts of it, move words or phrases, or edit it in any way that you want.

Note: Whenever you make any changes in your document, you should save that revised document.

You can use the same name for the document that you used before. If you do so, the computer replaces the old version with the new version. If you use a different file name, the computer saves the new version and also keeps the old version.

“File Not Found”

If you request a specific document and get a message that the file is not found on the disk, one of the following has most likely occurred:

- You made an error when you typed in the file name. Request a catalog to confirm the spelling of the name, and then type in the name of the document as it appears in the catalog.
- You typed in the wrong password (or did not type in a password) for a protected document. If this happens, repeat the cycle, typing in very carefully the name of the document and the password.
- You forgot to save the document. Request a catalog to see if the document was, in fact, saved on your disk. If the document was not saved, there is nothing you can do.

Combining Documents

There may be times when you want to combine a document that you have already saved with a document you are currently working on. Retrieving a document with text already on the screen will insert the document from the disk into the text in your computer at the location of the cursor. If there is not enough room in your present file to fit in the requested document, you will be told that the file is too large to retrieve. If this happens, you cannot combine documents unless you erase some of your text.

If you have text in the computer and **RETRIEVE** a file, you will be asked whether or not you want to erase the existing text before retrieving the new text. Answer **N** to merge the two files, as described above, or **Y** to erase all the old text before retrieving the file. (Remember: the old

text will be lost if you never saved it!) You can use the “partial save” option, discussed earlier, together with **RETRIEVE** to save a portion of one document and then add that portion into the middle of a different document.

Initialize Disk

This function (abbreviated **INIT** in the 40 column version) prepares a blank disk for use on your computer. Each new blank disk must be initialized (sometimes called “formatting”) on the particular computer system with which it is to be used. (The process consists of writing “markers” on the disk in a format that the computer will recognize.) To prepare disks to store Writer files, select **INITIALIZE** from the menu and follow the prompts. (Another way is to follow the initialization procedures given in your Apple DOS manual.)

Note: This process erases any data that was on the disk, so use it only on new disks or on disks with outdated or unneeded contents.

The Bank Street Writer uses standard Apple DOS 3.3 format disks, so they may be copied by the Apple **COPYA** program and used by other Apple programs. (See Appendix B for information on DOS 3.3 and ProDOS.)

Delete File

This function will delete a text file from a disk. Follow the prompts to provide the name of the file. Remember that once a file has been deleted from the disk, there is no way to get it back.

Rename File

This function is used to change the name of a text file on a data disk. Follow the prompts to provide the old and

new names for the file; this will change the name but not affect the contents of a file. You can use **RENAME**, for example, to change the names of two files to have similar (though not identical) names to show that they are related (e.g. **STORYA** and **STORYB**).

Print

In the 80 column version of the Writer, there is one **PRINT** function, which appears on the main function menu and is described in the previous Section. In the 40 column version, the **TRANSFER MENU** includes two functions that allow you to print your text. The **PRINT-FINAL** function is identical to the **PRINT** function in the 80 column version. The additional function, **PRINT-DRAFT**, is added because of the limited, 40 column display in this version of the program. This function prints your document exactly as it appears on the screen (i.e. at 38 characters per line). This is useful for proofreading, as it allows you to locate on the screen corrections made in the printed copy. If you request a draft copy, you are asked some of the same questions that appear in the **PRINT-FINAL** function, but you have more limited control over formatting.

Clear

The **CLEAR** function, which appears in the **TRANSFER MENU** in the 40 column version, is explained in the previous Section.

Quit Program

This function will stop the Bank Street Writer and allow you to start up another program by “rebooting” the system. Any text you have written but not **SAVED** will be lost.

5 Additional Writing Commands

The first four sections of this manual contain all the instructions you need to write, edit, and print any document. There are some additional commands that allow you to move the cursor in a variety of ways and to further refine the format of your document. These include commands to center titles, indent text, or to send instructions to your printer to turn on or off special formatting features. Pressing either **APPLE** key and the ? key will provide a list of the special keys that access these features. They can be used while you are writing and are described below.

Extended Cursor Movement Keys

In addition to the four cursor movement arrows, there are keys which will move the cursor greater distances:

Either **APPLE** key and the **LEFT ARROW** key will move the cursor to the extreme left end of a line of text.

Either **APPLE** key and the **RIGHT ARROW** key will move the cursor to the extreme right end of a line of text.

Either **APPLE** key and the **UP** and **DOWN ARROWS** will scroll the text up and down a little less than a screenful. This is a good way to move quickly through a document.

Either **APPLE** key and **B** (for beginning) or **E** (for end)

will move the cursor to the beginning or end of your text.

For convenience, in places where the keyboard is not “active” for text entry, such as in the middle of ERASE, the **B** and **E** keys will also work by themselves, without an **APPLE** key.

Center, Margin, and New Page

These features all work the same way. They are single key (pressed while holding down either **APPLE** key) commands which place a marker on the screen indicating their effect. The effects of using these keys are *not* displayed on the screen; the actual formatting is done only when your text is printed. These features can be used only when starting a new line, after a **RETURN**. The markers, and therefore their effects, can be deleted just like any other character.

APPLE key and **C** — **CENTER**. Used to center a title between the left and right margins; will center all text between the **CENTER** marker and the next carriage return (**RETURN**). Has no effect if used to center a line wider than the printed page.

APPLE key and **M** — **MARGIN**. Holds the left margin in 8 spaces when printed so that the text will be indented (e.g., for outlines). Sets the margin in from the **MARGIN** marker to the next carriage return (**RETURN**). You can use up to four **MARGIN**'s in a row to indent up to 32 spaces.

APPLE key and **N** — **NEW PAGE**. Causes the text immediately after the **PAGE** marker to begin a new page when printed.

Printer Format Commands

Many printers have various special formatting features (such as italic fonts, boldface, or proportionally spaced type) that can be turned on and off by sending special

commands to the printer along with the text you want printed. These commands consist of strings of characters, numbers or control codes (characters typed while holding down the **CONTROL** key) that will be interpreted by the printer as commands and not as text to be printed. The Writer allows you to define up to 16 such commands at one time and then insert them into your text wherever you want to turn on or off one of your printer's special features. These commands are defined and given names (of up to five characters each) in the Utility Program. To insert a previously defined command while writing, hold down either **APPLE** key and press **P**. A list of all the defined commands, by name, appears in a window inside the text area. Next to each command is a letter. Pressing the appropriate letter (**A** thru **P**) will cause that command to be inserted in your text at the cursor. If you change your mind and don't want to insert a command after pressing **APPLE-P**, just press **RETURN** to cancel the command. Note that, for convenience, only a marker with the name you have given to the command appears in the text. This is so you can remember what the command does, rather than the particular characters that make up the command. (You should use names that make clear what the command does, such as "ITAL" or "BOLD".) When the text is actually printed, the string of characters that make up the command is sent to the printer at the point in your text where the marker appears. See the Section on the Utility Program for instructions on defining and changing printer commands.

Note that before you assign a name to a command, its "default" name will be the corresponding letter that you use to call it up. You can delete a printer command marker as you would any character, with the **DELETE** (or **APPLE DELETE**) key.

Display Available Space

Pressing **APPLE S** will provide a message in the prompt area telling you how much room is left in the computer for the document you are working on. When you ap-

proach the maximum capacity, a prompt will warn you. If you are going to exceed the capacity, you can simply **SAVE** your text at a convenient stopping place, **CLEAR** the text, and start a new document. The two documents can then be printed together using the "Continuation" option of the **PRINT** function. Each document can be up to 3200 words long.

The Tab Key

The **TAB** key (which is used to select functions from a menu) when used while writing will move the cursor a fixed number of spaces. This function actually inserts spaces into your text so, if you change your mind, you must erase the spaces. There are no "tab stops" in the Writer, and this tab function is helpful primarily when used at the beginning of a new line to start typing at a fixed point in the middle of the page. The number of spaces inserted with each press of the **TAB** key can be set in the Utility Program.

Calculator

Pressing either of the **APPLE** keys together with the **=** key while writing will display the Writer's built-in calculator on the screen. The calculator looks and works like a standard four-function model; pressing the keys on the computer's keyboard activates the corresponding keys of the calculator. After you have finished using the calculator, you can either press **ESC** and the calculator will disappear from the screen (and you can continue writing at the place where you left off), or you can press **RETURN** and whatever answer is then displayed on the calculator will be automatically inserted in your text at the place where your cursor appears. Pressing the **D** key on the calculator sets the display to dollar format (\$), unformatted with decimal point, or rounded to integers (I) only. The display setting is indicated at the left of the calculator window.

6 The Mouse

The Mouse has become a very popular computer “pointing” device; it can be used to move the cursor on the screen, or to select functions or options from a menu. This version of the Bank Street Writer has been designed to work from the keyboard, or with a Mouse, or using a combination of the two.

Activating the Mouse

If you have a Mouse connected to your computer, you can use it to control many functions of the Writer. In order for the Mouse to be used at all, the “Optional Use of the Mouse” question in the Utility Program must be set to Yes. However, even if the Mouse has been enabled in the Utility, you don't *have* to use it. In fact, if you don't use the Mouse, the Mouse pointer won't appear on the screen (it appears each time you move the Mouse, but disappears after you go back to using the keyboard). But you can start using it at any time. In addition, you can go back and forth between using the Mouse and using the keyboard for any and all functions in the Writer; you can even use both within a function. Both the Mouse and the cursor movement keys are “active” all the time! The Writer's Mouse controls have been designed this way so that you can try out the Mouse, and see if you like it. Use it a little, or not at all; use it for everything, or only for those functions for which you find it comfortable.

Using the Mouse

How the Mouse works will probably be easy to understand once you try it, but here are some guidelines.

Moving the Mouse around your desktop causes a Mouse *pointer* to move in a corresponding manner around the screen. In general, pressing the Mouse button has the effect of *selecting* something (such as highlighting a function or moving the cursor to the pointer). Releasing the button has the effect of *starting* an action (starting a function or going on to the next prompt).

In the Prompt Area

Pressing the button while pointing to a function highlights the function; releasing the button starts that function (this is equivalent to pressing **RETURN** on the keyboard). You can hold the button down and move the pointer around the prompt area; each function (or **ESCAPE** message, or **RETURN** prompt) that the pointer passes over will be highlighted. Move the pointer away and nothing will happen; it is only when you release the button while pointing to a function that that function will be started. The Mouse can be used in the prompt area to select a function from a menu, to perform an **ESCAPE** that stops a function (point to the **ESC** prompt and press and release the button), to perform a **RETURN** when there is a **RETURN** in the prompt area, or to choose a **YES** or **NO** to answer many of the Writer's **YES/NO** questions. Just point the Mouse pointer at the function name, the **ESC** message, or the **RETURN** prompt, and then press (and release) the button. For the **YES/NO** questions, a special Mouse **YES** and **NO** will appear above the text box on the right so you'll always know where to point.

In The Text Box

While writing or at a menu, pressing the Mouse button causes the cursor to move to wherever the Mouse pointer is; holding the button down and moving the Mouse will drag the cursor around the text. Note that the pointer and the cursor merge together while the Mouse is dragging the cursor. Releasing the button leaves the cursor at that point. Holding the button and dragging the

cursor up or down to the top or bottom of the text box will cause the text to scroll in the appropriate direction. Releasing the button leaves the cursor in the last allowable character position on the screen.

While Using Certain Functions

Finally, when performing a function that prompts you to mark the beginning or end of a block of text and then to press **RETURN** (such as in **ERASE** or **MOVE**), pressing the Mouse button and moving the Mouse places the cursor at the desired location in the text—releasing the Mouse button deposits the cursor there *and* performs the requested **RETURN** to indicate that the cursor has been placed. Until the button is released, the cursor can be moved and the text will be highlighted; releasing the button signals that it is in the right place.

Remember that cursor movement and the selection of functions and commands by the keyboard and by Mouse can be mixed at any time, as both are always “active.”

7 The Utility Program

The Utility Program is used to change certain values such as those which the Writer needs to communicate with printers and disk drives, to list the name of each Writer file on your data disk along with the password if one was used, to define printer commands used in your text, and to convert standard Apple text files to Writer files and vice versa.

To use the Utility Program, press the **ESC** key while the Writer disk is first loading the program. After you change any of the items in the Utility, you will be asked if you want to save the new information onto the program disk so that the Writer can use it the next time it is run. The following options are available in the Utility Program.

1. Change Setup Values

The Writer will probably work fine the way it is set up when you get it, but this option allows you to “customize” it to your own needs. Selecting option 1 on the Utility Program menu will cause a list of those items to which you may assign values to appear on the screen. Press the **SPACEBAR** to see the rest of the list. You may change a single item by pressing the letter next to that item, or review all the items by pressing **RETURN**. For each item you select, a screen appears giving you the necessary information to enter a new value or keep the current value.

While most of the items set by the Utility Program are self-explanatory, the following notes may be useful in using the program. If you are in doubt about an item, a “standard value” is provided for each; try this value and then adjust later if necessary.

PRINTER SLOT (Ile only): Make certain that this is set to the slot into which your printer is connected.

DATA DISK SLOT (Ile only) AND DRIVE: Make certain that you actually have a disk drive connected to the slot and drive you select. For a one drive system, you can use the same drive for the program and the data disk, as the program disk may be removed once the program has been loaded into the computer. For a two drive system, you can assign the second drive to the data disk. (This value determines in which drive and slot the Writer looks for a data disk each time it is run. The slot and drive can be changed temporarily from within the editor itself—see note at the end of “SAVE” in Section 4.)

LINES PER PAGE: Set the number of lines per page equal to the length of your paper in inches times the number lines per inch your printer is set for (usually 11 inches times 6 lines per inch equals 66 lines).

TOP AND BOTTOM MARGINS, HEADERS AND PAGE NUMBERS:
The top and bottom margins are the number of lines above and below your text area (to the top and bottom of the page). If you use a header for your printed copy (selected at the time of printing), the header will appear in the top margin with three blank lines between it and the top of your text. If you use page numbers at the top of the page, they will appear on this same line (whether or not you are using a header) on the right. If you use page numbers at the bottom of the page, they will be centered from left to right, in the bottom margin, with three blank lines between the text and the page number.

Note: Headers and top-of-page numbers, if used, will never appear on page 1 of your document (this is for letters or other formal documents). If you want a header on page one, use a title, either flush left or centered, on the first line of your document. If you want to start page numbering on the first page, use bottom-of-page numbering.

LINE FEED ON CARRIAGE RETURN: This should be set in accord with the settings on your printer. If your printer inserts a line feed automatically at each carriage return, set this item to **N** (No); if your printer does not, set it to **Y** (Yes). If you set it incorrectly, you will quickly know it by the resulting doublespacing or overwriting of your output. Many printer interface cards also insert a line feed, and so both this item and the "line feed on carriage return" switch on the printer can be left at off. If one needs to be on, set the printer, rather than this question, to insert the line feed; use this item only if your printer does not have a line feed capability.

FORM FEED CHARACTER: Normally the program has to count lines to know when it gets to the top of a new page. If your printer will accept a form feed character (a Control L), set this item to **Y** (Yes). This will make your printing faster, as the program will not have to go line by line in jumping to the next page.

CURSOR TYPE AND KEYCLICK: The cursor can be changed from a flashing block to an underline, and an audible keyclick can be enabled.

DISPLAY CARRIAGE RETURNS: This question will cause the Writer to either display or suppress a carriage return symbol each place in your text where you have entered a **RETURN**. If this is set to **N**, while the symbols will not appear, the carriage return is still present; it just shows up as a space.

TAB WIDTH: This item sets the number of spaces which pressing the **TAB** key while writing will insert in your text.

40 OR 80 COLUMN VERSION: This item determines which version of the Bank Street Writer will be run when you boot the disk. If you run the 80 column version, make certain that you have a monitor capable of displaying 80 characters of text. On the IIc the 40/80 column switch determines which version will run.

OPTIONAL USE OF THE MOUSE: If this is set to **N**, the Mouse cannot be used and no special Mouse prompts will appear in the program. If it is set to **Y** the Mouse can be

used and special YES and NO prompts will appear that are used with the Mouse when the Writer asks Yes/No questions; leaving this set to Yes does not require that the Mouse be used, however. See Section 6 for information on using the Mouse.

LINE WIDTH TO DISPLAY ON SCREEN (80 column version only):

The number of characters displayed on the screen across each line can be varied from 40 up to 80. This setting affects only the display of your text on the screen, not how it will look when printed, which is determined by the format choices you make when you print. The screen is normally set to display 80 columns, so that the maximum amount of text can be shown. If you want to see your text on the screen as it will appear when printed, you can change the display width to correspond to your normal print width (usually 65 characters across for 8-1/2" paper). Note however that certain of the special formatting features (such as **CENTER** or **MARGIN**) are put into effect only when your text is printed, and so will not appear on the screen exactly as they will on paper. Changing the display width does not affect the file in any way.

SET HIGH BIT FOR PRINTING: If you are having trouble printing with the Writer (unexpected or odd characters, fonts or spacing), try changing this setting; if your printer is working properly, ignore this item.

SET HIGH BIT FOR PRINTING is a very technical procedure that is not often discussed in a printer's manual. Each character you type is made up of 8 bits (the basic 0's and 1's of computer communication) and is called a byte. When a byte is sent to your printer, the 8th or "high" bit is sometimes used for certain special functions. Some printers (or interface cards) require that the high bit be on, or "set," and others require that it be off.

2. Listing Files and Passwords

To see a listing of the files on your data disk, along with their passwords, select option 2 from the Utility Program menu and follow the directions.

3. File Format Conversions

The Writer stores its files in a *binary* format. You may have occasion to want to send your files over a phone line or use them in another program. This generally will mean that they will have to be converted to a standard Apple *text* file format. Also, you may have a standard text file that you would like to be able to edit using the Writer. To convert files to or from the Writer format and standard Apple text file format, select option 3 from the Utility Program menu and follow the directions.

You will be asked to specify information for the file to convert *from* and the file to convert *to*. Type in whether it's a binary file (type **B**) or a text file (type **T**), as well as the file name, password (if any), and the disk drive in which the file is located. This Utility function will convert files on one or two disk drive systems; if you are using a one drive system and want to have the converted file on a separate disk, you will have an opportunity to swap disks during the conversion process.

You will also be asked whether you want to preserve upper and lower case letters (some programs may not recognize lowercase letters in a text file), and whether or not you want to remove control characters that may be present in the file. (When converting from text files to Writer files the conversion process will remove any characters which the Writer does not recognize.) This option allows you to remove even the Writer's own special control characters. In addition, if you are converting to a Writer (binary) file, you will be asked whether or not you are going to use the file on a 48K memory Apple. Because Writer files on such machines have to be smaller than those on machines with 64K or more memory, this option will limit the size of files created to an acceptable length for this purpose, breaking them into several shorter files if necessary.

Because this version of the Writer uses some special control characters that previous versions of the Writer did not use, it is possible to create a file that another copy of the Writer cannot read. For this reason, if you are going to send a file to someone who may have an older

version of the Writer, and you have used any special formatting commands (such as printer control commands), you should make a copy of the file by selecting “convert from binary” and “convert to binary,” and answering the “remove control characters” question with YES.

4. Define Printer Commands

This option allows you to define up to 16 printer commands that can be placed in your text while you are writing. You provide a name, or **LABEL**, of up to five characters for each, and then define the contents of the command. The default name for each command is the corresponding letter used to call up the command (A-P) surrounded by dashes. You can erase these names and type in your own names that will remind you what these commands do. When using the Writer, you will use the **APPLE P** command to place a marker containing the name of the command into your text; when the text is printed the Writer will replace the marker with the contents, or definition, of that command and send this to the printer. Each command can be defined as a string of up to 10 characters. A character may be entered as a letter, number or symbol you can type from the keyboard, as a control character (which will show up as an inverse character), or as an ASCII value, which is entered as a number from 0 to 255 between open and close parentheses. Note that some characters, such as **ESC** or the **SPACEBAR**, cannot be entered directly; use the appropriate ASCII values for these keys. See Appendix A for a discussion of ASCII codes.

Press **RETURN** to move to the next label or definition. To redefine a command, simply press **RETURN** until the cursor goes to the command you want to change, and then use the delete key to erase characters you no longer want and then type in new characters. A beep will alert you if you try to type a character that is inappropriate in a command (such as an ASCII value greater than 255).

5. Serial Printer Setup (Ilc only)

If you are using a printer with a Ile, you generally need do nothing special to use the Writer because the interface card that plugs into the computer will take care of setting up the proper “communication” between the computer and the printer. Similarly, if you are using a Ilc with an Apple printer, you will not have to do anything special to get the two working together properly because they already know how to communicate. If, however, you are using a non-Apple printer on the Ilc, you may have to tell the computer certain things about how to send and receive information. This option allows you to do this.

The **BAUD RATE**, **PARITY**, number of **DATA BITS**, and number of **STOP BITS** are the things that define how the Ilc communicates with a serial printer. If you have already used a printer with your Ilc, you can just use the same settings you used before; these settings are for the particular printer and should not vary with the programs you use. If this is the first time you are going to use your printer, you will have to determine the appropriate settings from the printer’s manual or you may have to get some help from the dealer who sold you your printer.

The standard, or “default” settings are for the Apple Imagewriter printer.

APPENDIX A.

Printer Format Codes

The process of sending special format instructions to your printer, using the **APPLE P** command described in the manual, is quite simple. You need only decide what the proper “command” (usually a set of two or three characters) is to send to the printer to enable the special function, and type that set of characters into your command definition (see the Utility Program Section for how to do this). Then insert the command name marker in the appropriate place in your text while you are writing. This way you can send a command to turn on, say, italics at the start of a paragraph; you can then send a command to turn off italics at the end of the paragraph. (You will generally find that it is best to put commands for font changes on a line by themselves, as some printers can get confused when issued such an instruction in the middle of a line of text.)

However, while it is easy to insert these commands in a Writer file, sometimes determining the proper command to use is not so easy. This is due to the fact that some printers use “ASCII” codes, and that different printer manuals treat the subject of “ASCII” codes in different ways, generally assuming that you understand these commands and the terminology used to implement them. To solve this problem, the Writer allows you to enter printer commands in two ways.

What’s an ASCII code? Every character that you can type from the keyboard (and others that you can’t type)

has an ASCII code, which is simply a three digit number, between 0 and 255, by which the computer keeps track of the character. So inside the computer, an A is not an A, it's a 65, and so on. (Don't ask why an A isn't a 1 — that's a different story.)

- If your printer manual tells you that the command for a certain function is a character or set of characters that you can type on your keyboard — be they letters, numbers, or letters that are entered while holding down the **CONTROL** key — just type them into a command definition in the Utility Program.

- If, however, your printer's manual gives you the commands for special printer functions as ASCII codes, you can also enter these codes directly, but you must indicate to the Writer that you are typing ASCII codes. To do this, simply enter the (up to) three digit ASCII code enclosed between left and right parentheses. Thus an ASCII 123 is entered as (123), an ASCII 6 would be (6). The Writer will interpret these ASCII codes and send the appropriate command to the printer.

You probably won't have any trouble with this, but it can be confusing, especially if your printer uses numbers in its commands, in which case you will be typing in actual numbers instead of (or in addition to) ASCII codes. The printer's manual should be clear about which is which, but if in doubt you can try numbers as both ASCII and regular numbers. Note that another way some printer manuals list ASCII codes is with a `CHR$(nnn)`, which is the way the BASIC programming language handles ASCII codes. In such a case, the `nnn` is the ASCII code to be entered, as `(nnn)`.

For instance, if the command listed in your printer manual is, say, a **CTRL-P**, simply hold down the **CTRL** key while typing **P** (the letter **P** will appear in inverse, indicating a control character). If the listed command is an **ESCAPE/M/ASCII 22**, you should type a **(27)** — the ASCII value for an **ESCAPE** — followed by the letter **M**, followed by **(22)**. If the manual is confusing, a little experimentation will probably get the result you want.

APPENDIX B.

Using Writer Files With ProDOS

Because Apple has recently released a new Disk Operating System (DOS) for the Apple II line, you may have received with your computer either DOS 3.3 or ProDOS. The Bank Street Writer creates and uses standard format DOS 3.3 disks and files, and so which operating system you are using is important only when you want to copy disks or to use Writer files with other programs that may operate under ProDOS.

You can initialize a blank disk for use as a Writer data disk either with the Writer's **INITIALIZE** function or by using the DOS 3.3 **INIT** command (see the DOS 3.3 manual). You can use any already initialized DOS 3.3 disk to store Writer files. However, you cannot save Writer files on a ProDOS disk.

To make a backup copy of a Writer data disk if you are using DOS 3.3, simply use the **COPYA** program on your DOS 3.3 System Master disk. If you are using ProDOS, you can copy a disk with the "copy volume" option of the **FILER** program on your ProDOS User's Disk.

To use a Writer file with other programs operating under ProDOS, use the **CONVERT** program on your ProDOS User's Disk to convert the Writer file to a ProDOS file.

Note that ProDOS is more restrictive than DOS 3.3 in its file naming rules. If you plan to convert a Writer file to ProDOS, use only alphabetic characters, no spaces, and no password.

The System Utilities disk that comes with the Apple IIc replaces both the DOS 3.3 System Master and the ProDOS User's Disk, and will perform all of the file and disk functions described above.

Index/Glossary

Page numbers following each entry refer to specific sections of the manual where the subject is discussed in more detail.

- Apple Key, 16** Either key with an **APPLE** symbol on it (called the **OPEN** and **CLOSED APPLE** keys) on either side of the space bar. These keys, when pressed with other letter keys, perform special formatting or cursor movement functions. Press **APPLE** and ? to see a list of these special key combinations.
- *(Asterisk), 29** An asterisk before the file name in a catalog indicates that the document is protected by a password.
- Backup Disk, 29** A disk on which you keep a second copy of your document in case you damage your first copy.
- Caps Lock Key, 13** The **CAPS LOCK** key “locks” the keys on the keyboard into upper case, as if the **SHIFT** key were pressed.
- Catalog, 29** A listing of all the documents on your disk. An * indicates a password.
- Character, 13** Every individual entry on your screen is a character. A character can be a letter, a punctuation mark, a number or a blank space.
- Clear, 33** A function that removes all (or some) of the text on your screen so that you can begin a new document. This is similar to **ERASE**.
- Copy, 21** A function that copies a word, a phrase or a series of lines from one place in your text to another.
- Cursor, 13** The blinking white line or box that shows you where the next character is about to be entered.

Delete, 32	A function that removes a document from your disk.
Disk:	You should have two disks: the Bank Street Writer disk, which you use to load the text processing program into your computer; and your own data disk, which you use to save your documents.
Draft, 33	An initial version of what you have written. After you have written a draft, you may want to read it over, edit, and rewrite parts before you finalize it.
Edit:	Making corrections and improvements to your document.
Erase, 18	A function that erases a specific word, phrase, or series of lines from your document.
ESC:	Refers to the ESC ape key on your keyboard. ESC turns on and off the keyboard for writing and the menu for selecting a function. It also stops an operation without completing it.
File/ File Name/ Text File:	These three phrases are all different ways to refer to the name of a specific document.
Find, 21	A function that finds a set of characters in your document and can be used to substitute one set of characters in your document for another.
Floppy Disk:	Same as disk.
Header, 25	A word or group of words that appear at the top of each page of a document.
Highlight:	A reverse contrast in which dark letters appear on a light background.
Initialize, 32	The process of making a floppy disk compatible with your computer. If you INITIALIZE a disk, you erase all the contents of that disk.
Load:	The process of transferring a document or a program from a disk into the computer's memory.
Lowercase:	Small letters as opposed to capitals.
Menu:	A screen display of a series of options, such as the menu of editing functions.
Move, 20	A function that moves a word, phrase, or series of lines from one location in your document to another.
Moveback, 20	A function that returns to its original location a portion of text that you have moved.

Page Break, 25,35	Where the last line of a printed page occurs.
Print, 23, 33	A function to make a printed copy of a document; allows you to determine how it will look on the printed page by setting the number of characters per line, the margins, the spacing between lines, and so on.
Print-Draft, 33	An option on the 40 column version of the Writer to print a draft of a document so that the printed version will appear on paper just as it does on your screen, i.e., with no more than 38 characters per line.
Prompt:	A message or question to you from the computer. Prompts appear on the screen and give you instructions on how to proceed.
Rename, 32	A function that changes the name of a document on a disk.
Reset:	The RESET key on your keyboard. (Activated by pressing CONTROL and RESET .) Pressing this key will not hurt your program or text, and it may be used to "recover" if your computer stops because you tried to print or SAVE with no printer or disk drive connected.
Return:	The RETURN key on your keyboard. RETURN while writing moves the cursor down one line. When the function menu appears in the prompt area, the RETURN key activates a highlighted function or allows you to respond to a prompt.
Retrieve, 30	A function that loads a particular document from a disk into the computer.
Save, 28	A function that transfers and stores a copy of a document or part of a document from the computer to your disk. Always SAVE before QUITTING or CLEARing or before turning off your computer.
Shift, 14	The SHIFT key on the keyboard accesses the upper symbols on those keys that have two different symbols, such as % \$ # () ? .
Tab Key, 37	The TAB key on the keyboard. Used to move a highlighter to select functions from a menu. While writing, used to move the cursor a fixed number of spaces.
Text File:	See FILE
Transfer Menu, 27	Highlighting these words on the main function menu and then pressing RETURN gets you into the various disk file operations.
Tutorial, 10	A program on the reverse side of the Bank Street Writer disk that assists you in learning to use the program.

- Unerase, 19** A function that reinstates into your document a portion of text that you have erased.
- Uppercase, 14** Capital letters as opposed to small letters accessed by pressing **SHIFT** and the letter you want to capitalize.
- Utility, 41** A program on the Bank Street Writer disk that allows you to change the way the Writer communicates with printers or disk drives, to see a listing of file names with passwords, to define printer format commands, and to convert Writer files into standard text files.

